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Development Management  
Camden Town Hall Extension  
Argyle Street  
London WC1H 8EQ

Application for Planning Permission and listed building consent for alterations,  
extension or demolition of a listed building.  
Town and Country Planning Act 1990  
Planning (Listed Buildings and Conservation Areas) Act 1990

**Publication of applications on planning authority websites.**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**1. Site Address**

Number	38
Suffix	
Property name	
Address line 1	Russell Square
Address line 2	Bloomsbury
Address line 3	
Town/city	London
Postcode	WC1B 3QQ
Description of site location must be completed if postcode is not known:	
Easting (x)	530054
Northing (y)	181865
Description	

**2. Applicant Details**

Title	
First name	
Surname	Bretton
Company name	Trustees of the British Museum c/o Alex Bretton
Address line 1	38, Russell Square
Address line 2	Bloomsbury
Address line 3	
Town/city	London

2. Applicant Details

Country	
Postcode	WC1B 3QQ
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant? ☒ Yes ☐ No

3. Agent Details

Title	Ms
First name	Kate
Surname	Falconer Hall
Company name	
Address line 1	5 Bolton Street
Address line 2	
Address line 3	
Town/city	London
Country	
Postcode	W1J 8BA
Primary number	02073127466
Secondary number	
Fax number	
Email	kate.falconerhall@montagu-evans.co.uk

4. Description of the Proposal

Please describe details of the proposed development or works including details of proposals to alter, extend or demolish the listed building(s):

Internal and external works to 38 Russell Square in connection with the continued office use (B1). Principal internal works to include removal of internal partitions, insertion of new risers and VRF units in connection with a new heating and cooling system; refurbishment of historic features and separation of the Annex building from the main building and the insertion of a new staircase. Associated external changes including the installation of external plant and cycle parking at the basement level.

Has the development or work already been started without planning permission? ☐ Yes ☒ No

5. Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

5. Listed Building Grading

- ☐ Don't know
- ☐ Grade I
- ☐ Grade II\*
- ☒ Grade II

Is it an ecclesiastical building? ☐ Don't know ☐ Yes ☒ No

6. Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building? ☐ Yes ☒ No

7. Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building? ☐ Yes ☒ No

8. Listed Building Alterations

Do the proposed works include alterations to a listed building? ☒ Yes ☐ No

If Yes, do the proposed works include

- a) works to the interior of the building? ☒ Yes ☐ No
- b) works to the exterior of the building? ☒ Yes ☐ No
- c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? ☒ Yes ☐ No
- d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? ☒ Yes ☐ No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

Please refer to the drawings and Design and Access Statement prepared by Dannatt Johnson Architects and the Heritage Statement accompanying this application.

9. Materials

Does the proposed development require any materials to be used in the build? ☒ Yes ☐ No

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material) demolition excluded

Please add materials by using the dropdown, clicking 'add' and filling in all the entries in the popup box

Internal Walls	
Please provide a description of existing materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP
Please provide a description of proposed materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP

Windows	
Please provide a description of existing materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP
Please provide a description of proposed materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP

## 9. Materials

Ceilings	
Please provide a description of existing materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP
Please provide a description of proposed materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP

Floors	
Please provide a description of existing materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP
Please provide a description of proposed materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP

Internal Doors	
Please provide a description of existing materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP
Please provide a description of proposed materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP

External Walls	
Please provide a description of existing materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP
Please provide a description of proposed materials and finishes:	Please see drawings prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP

Are you supplying additional information on submitted plan(s)/design and access statement: ☒ Yes ☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

Please see drawings and DAS prepared by Dannatt Johnson Architects and Heritage Statement prepared by Montagu Evans LLP

## 10. Site Area

What is the measurement of the site area?  
(numeric characters only).

301

Unit

sq.metres

## 11. Existing Use

Please describe the current use of the site

The building is currently in office use, and was the subject of a successful application for a Certificate of Lawfulness to confirm the building is in office (B1) use in 2011.

Is the site currently vacant? ☐ Yes ☒ No

**Does the proposal involve any of the following? If Yes, you will need to submit an appropriate contamination assessment with your application.**

Land which is known to be contaminated ☐ Yes ☒ No

Land where contamination is suspected for all or part of the site ☐ Yes ☒ No

## 11. Existing Use

A proposed use that would be particularly vulnerable to the presence of contamination

☐ Yes ☒ No

## 12. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicular access proposed to or from the public highway?

☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes ☒ No

Are there any new public roads to be provided within the site?

☐ Yes ☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

☐ Yes ☒ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

☐ Yes ☒ No

## 13. Vehicle Parking

Is vehicle parking relevant to this proposal?

☐ Yes ☒ No

## 14. Foul Sewage

Please state how foul sewage is to be disposed of:

☒ Mains Sewer

☐ Septic Tank

☐ Package Treatment plant

☐ Cess Pit

☐ Other

☐ Unknown

Are you proposing to connect to the existing drainage system?

☒ Yes ☐ No ☐ Unknown

If Yes, please include the details of the existing system on the application drawings. Please state the plan(s)/drawing(s) references.

Please see drawings and Design and Access Statement prepared by Dannatt Johnson Architects.

## 15. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

☐ Yes ☒ No

**If Yes, you will need to submit a Flood Risk Assessment to consider the risk to the proposed site.**

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

☐ Yes ☒ No

Will the proposal increase the flood risk elsewhere?

☐ Yes ☒ No

**How will surface water be disposed of?**

☐ Sustainable drainage system

☐ Existing water course

☐ Soakaway

☒ Main sewer

☐ Pond/lake

16. Trees and Hedges

Are there trees or hedges on the proposed development site? ☐ Yes ☒ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? ☐ Yes ☒ No

If Yes to either or both of the above, you may need to provide a full tree survey, at the discretion of your local planning authority. If a tree survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

17. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals. Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

- a) Protected and priority species (see guidance note):
- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No
- b) Designated sites, important habitats or other biodiversity features (see guidance note):
- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No
- c) Features of geological conservation importance (see guidance note):
- ☐ Yes, on the development site
- ☐ Yes, on land adjacent to or near the proposed development
- ☒ No

18. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ☒ Yes ☐ No

If Yes, please provide details:

Please see the Design and Access Statement and the drawings prepared by Dannatt Johnson Architects.

Have arrangements been made for the separate storage and collection of recyclable waste? ☐ Yes ☒ No

19. Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units? ☐ Yes ☒ No

20. All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☐ Yes ☒ No

21. Employment

Will the proposed development require the employment of any staff? ☒ Yes ☐ No

Please complete the following information regarding employees:

Type	Full-time	Part-time	Equivalent number of full-time
Existing employees	30	10	

## 22. Hours of Opening

Are Hours of Opening relevant to this proposal?

☒ Yes ☐ No

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday	Saturday	Sunday and Bank Holidays	Unknown
B1 (a) - Office (other than A2)	Start Time: End Time:	Start Time: End Time:	Start Time: End Time:	X

## 23. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

The proposals include for the installation of a comfort cooling system throughout the building which will require the installation of external plant equipment and the installation of new fan coil units throughout the property. The details of these machinery systems are set out in the documents prepared by Frankhams and DJA.

Is the proposal for a waste management development?

☐ Yes ☒ No

**If this is a landfill application you will need to provide further information before your application can be determined. Your waste planning authority should make it clear what information it requires on its website**

## 24. Hazardous Substances

Is any hazardous waste involved in the proposal?

☐ Yes ☒ No

## 25. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

☐ Yes ☒ No

## 26. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

☒ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ☒ The agent  
☐ The applicant  
☐ Other person

## 27. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

☒ Yes ☐ No

**If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):**

**Officer name:**

Title	Ms
First name	Elaine
Surname	Quigley
Reference	2018/0707/PRE

Date (Must be pre-application submission)

06/06/2018

## 27. Pre-application Advice

Details of the pre-application advice received

A site visit with officers took place in November 2017. Pre-application advice was subsequently provided in a letter dated 6/6/2018. This concluded:

"Based on the information received and the advice given officers can confirm that the principle of the proposals are considered acceptable. Concerns have been raised in relation to the insertion of a ground floor window in the Montague Place elevation. You are advised to remove this element of the works from any future proposal. Concerns have also been raised in relation to some of the internal works. This includes the design of the nib style risers at first floor level. These elements should be reconsidered and omitted/ revised before submitting any future applications.

You are also advised that the installation of new risers within the building will only be acceptable if there is already a riser in this location and the size of the riser is no larger than existing."

The advice set out in the pre-application letter has informed the final proposals submitted with this application.

## 28. Authority Employee/Member

With respect to the Authority, is the applicant or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

Do any of these statements apply to you?

☐ Yes ☒ No

## 29. Ownership Certificates and Agricultural Land Declaration

Certificate Of Ownership - Certificate A Certificate under Article 14 - Town and Country Planning (Development Management Procedure) (England) Order 2015 & Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner\* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding\*\*

\* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. \*\* 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

**NOTE:** You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- ☐ The applicant  
☒ The agent

Title	<input type="text" value="Ms"/>
First name	<input type="text" value="Kate"/>
Surname	<input type="text" value="Falconer Hall"/>
Declaration date	<input type="text" value="14/08/2018"/>

☒ Declaration made

## 30. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)